

Document Review Instructions

1. Dial (904)-244-7170 or if on campus dial 4-7170.
2. After the prompt, enter your **Physician ID** number followed by the # key.
3. Any non-providers will be required to have an ID issued to review dictations. Contact the Allscripts Helpdesk at 244-9300 to obtain one.
4. Press the **star (*)** key at any time to enter listen/review mode.
5. To review job, **press 4**.
6. **Press 1** to review by Confirmation number.
7. Enter the **Confirmation Number**, followed by the # key.
8. **Press 1** to review the dictation.

Spheris Telephone Dictation Instructions

1. Dial (904)-244-7170 or if on campus dial 4-7170.
 2. After the prompt, enter your **Physician ID** number followed by the # key.
 3. Enter the **WORK TYPE** followed by the # key.
 4. Enter the **MEDICAL RECORD NUMBER** followed by the # key.
 5. Begin dictation after the tone. To mark job **STAT**, **press 6**.
 6. To end the dictation: **Press 5**, (notate the Confirmation # that is given)
- **To dictate multiple reports:** In step 6, **Press 8** instead of 5, notate the Confirmation # and repeat steps 3 – 6.
 - **To mark a report STAT after hang up,** contact your Med Rec Dept, Allscripts Team or Spheris Customer Service.



Physician Name: _____ Physician ID: _____

Common Worktypes and Routing		
1	History & Physical - Inpatient	HPF
2	Consultation - Inpatient	HPF
3	Operative Report - Inpatient	HPF
4	Discharge Summary - Inpatient	HPF
5	Pre Operative H&P - Inpatient	HPF
7	Clinic Progress Note	Allscripts
9	Ambulatory Surgery Operative Report	HPF
12	Letters	Allscripts
17	Shands Clinic History & Physical	Allscripts
18	Shands Clinic Procedure Note	Allscripts
28	Shands Clinic Consult	Allscripts

Full, Updated Worktype listings available from HIM or Allscripts Support

Transcribed reports will be returned to you through **Allscripts** or **Horizon Patient Folder (HPF)** based on Worktype.

Please reference additional guides for editing/signing instruction, or contact HIM or Allscripts Support for assistance.

It is your responsibility to review, edit (if necessary) and sign off on all of your dictations electronically. If you do not have final signature authority, the dictated reports must be forwarded to the attending physician for signature. Reports that are not signed by an attending physician are considered delinquent.

NOTE: To be in compliance with JCAHO requirements, operative reports are to be dictated within 24 hours of the surgery. If the report is not dictated within that time frame, a phone call is made to the attending surgeon responsible. If the report is not done within the next 24 hours, written notification is sent to the Chief of Service.

KEYPAD FUNCTIONS

KEY	FUNCTION		
1	Pause	6	Mark STAT
2	Record	7	Go To Start
3	15 Second Rewind	8	Next Report
4	Go To End	9	5 Second Forward
5	Disconnect	*	5 Second Rewind

Dictation Tips - Clearly **speak** the following:

- 1) Your name
- 2) Date of Service
- 3) Attending's name (if applicable)
- 4) Patient Name (spelling out the last name is helpful)
- 5) Patient Medical Record Number
- 6) Patient Date of Birth (if available)

HELP NUMBERS

HIM Medical Records: **244-5227**
Allscripts Support: **244-9300**

UFJPI Help Desk: **244-3672**
Shands Help Desk: **244-7828**

Transcription problems after regular business hours:
Contact Spheris at **1-800-905-0084**, Option 2.

Shands
Jacksonville

SHANDS
DICTATION
GUIDE

The Health Information Management Department uses Spheris, an outside transcription service, to type dictated reports.

Any telephone may be used for dictations.

Shands Dictation Line: 244-7170